

Regen is looking for a  
**Finance Assistant**

Job description:

# Finance Assistant



**We are looking for a well-organised, proactive and enthusiastic individual to join our finance team to support our work at the cutting edge of the energy system transformation. Whether you are experienced or just starting out in an accounting career, this role offers the scope to develop your skills in a rewarding and dynamic environment.**

Regen's mission is to accelerate the transformation of the whole energy system for a zero carbon future. We use our expertise to lead thinking and tackle the key barriers to change across the energy system.

This is a full-time role, with flexible hours, based within our friendly office-based team in Exeter.

The deadline for applications is midnight on Sunday 25 February. Applications should be in the form of a cover letter and CV. Interviews will take place at our Exeter office. The salary we are offering is **£28,000 (plus a potential annual bonus)**.

Regen is an equal opportunities employer and we encourage applications from all individuals regardless of gender, age, sexuality, class, religion, politics or ethnicity. We are especially keen to receive applications from groups that are currently under-represented in our industry, such as those who identify as women, people living with a disability or people who are from a Black, Asian or Minority Ethnic background.

As a Finance Assistant at Regen, you will work within a small finance and HR team to provide financial information to support the work of Regen's project managers. The ideal candidate will have experience in a similar role and hold an accounting qualification or be working towards one eg AAT. Regen will support you with study time and a contribution towards course fees. The role offers the right candidate an interesting and varied role within a team of talented and dedicated energy system experts.

### Key skills and experience:

- Experience in an accounting role
- An organised approach
- Excellent attention to detail
- Experience of using Sage or similar accounting software
- Strong IT skills, especially Excel and MS Office
- A positive approach to customer service
- A willingness to take on administrative tasks

### Desirable skills include:

- A proactive approach to process improvement
- Experience of credit control
- VAT accounting
- Experience of payroll

An understanding or interest in the energy sector and a desire to have an impact to accelerate the transition to a zero carbon future is a fundamental requirement of all roles at Regen.

The Finance Assistant is responsible for processing all financial transactions, providing information to project managers and contributing to the smooth running of the finance function. The role is varied and interesting and has potential for progression as the company continues its growth trajectory. You'll join a small and friendly finance team that prides itself on maintaining accurate financial records and supporting the delivery team with their project finances. You will receive support to help you learn our systems and processes as well as a budget for external training courses.

## Key tasks will include:

### Sales and purchase ledger

- Raising sales invoices on the Sage accounting system, monitoring sales income and managing debtors, liaising with other team members as appropriate.
- Processing purchase invoices and credit card payments, allocating costs to projects and posting on Sage.
- Managing the creditor control process ensuring adherence to agreed supplier payment terms.

### Banking

- Accessing online banking daily and entering payments and receipts on Sage and maintaining a weekly cashflow spreadsheet.
- Monthly reconciliation of all company bank accounts and credit cards.

### Payroll

- To provide support on payroll processing.

### VAT

- Maintaining records to comply with partial exemption regulations.
- Preparing quarterly VAT returns for submission via MTD

### Year-end accounts

- Maintaining the fixed assets register.
- Assisting with monthly accruals and prepayment journals.
- Supporting the finance team in preparing the company's statutory accounts for the annual financial audit.

### Membership

- Raising monthly membership renewal invoices and sending with letter via email.
- Collaborating with the Membership Coordinator to manage resigning members, crediting invoices and chasing debtors according to the prescribed procedure.



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*We are in the most important decade in human history – we have to turn the tide on carbon emissions.*

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Merlin Hyman, chief executive of Regen

Regen is a leading strategist providing independent, evidence-led expertise to transform the UK’s energy system for a net zero future. We have a strong track record of influencing policy and markets to drive renewable energy generation, cut energy demand and shift to a smarter energy future. However, given the scale of the challenge, we know we now need to step up our work and our impact on key energy policies and markets.

Established in 2003, Regen is a not-for-profit company limited by guarantee, owned by its membership of over 150 organisations at the forefront of the energy transition. We also run the Electricity Storage Network, recognising the crucial role of flexible and energy storage technologies. We have an expert team of 35 committed people based at our office in Exeter and working flexibly around the UK.



# Our approach

**Mission led:** Everything Regen does is about the transition to clean energy to combat climate change. We are owned by our members and have no shareholders to keep happy, so we can work where we think we can have the greatest impact.

**At the heart of the energy sector:** Regen is at the heart of a network of organisations working to transform our energy system. With over 150 member organisations, management of the Electricity Storage Network, a pioneering network promoting diversity and some of the leading events in the industry, this is a unique place to develop your skills, networks and profile.

**Evidence and knowledge based:** Regen believes that the best way to influence people is to present arguments and information that is based on a deep knowledge of the energy sector and is backed up by evidence and data. Our energy analysts are therefore a fundamental part of what we do, whether we are working for a community group, government or a large corporation.

**A unique place to work:** Regen is built on a shared commitment by a team of talented people to make an impact. Our culture is based on trusting and empowering our team and challenging ourselves to do excellent work that drives forward our mission.

**Regen's strategy is based on delivering cutting-edge energy expertise, market insight and analysis. Our mission-led status enables us to work closely with organisations that are at the forefront of the energy industry transformation to shape future policy, develop new markets and to exploit technology innovation. Check out our work below:**

[www.regen.co.uk/publications/](http://www.regen.co.uk/publications/)

[www.regen.co.uk/market-insights/news-blog/](http://www.regen.co.uk/market-insights/news-blog/)

Job title	Finance Assistant
Location	Exeter
Salary	£28,000 per annum
Annual bonus	Bonus scheme, dependent on company performance
Contract	Permanent

## Employee benefits

- 28 days paid annual holiday (plus bank holidays), rising to 30 days over 2 years
- 9% employer pension contribution
- Aviva Healthcare Insurance
- Flexible hours
- Volunteer days
- Cycle to Work scheme, interest-free rail season ticket loans, salary sacrifice Electric Vehicle (EV) scheme
- CALM/Headspace app subscription
- Childcare vouchers
- Continuing professional development plan for all employees
- Bonus scheme (details available at interview)

## Applications

Interested candidates should send a CV, with a cover letter outlining their suitability for the role and why they wish to work at Regen, to Katrina Jackson at [recruitment@regen.co.uk](mailto:recruitment@regen.co.uk) by no later than midnight on Sunday 25 February.

Prior to your application, you are welcome to express interest via email to Katrina and arrange an informal conversation about the role.

## Interviews

Suitable candidates will be invited to an in-person interview, on the week commencing 04 March 2024

At the interview stage, candidates will be asked to give a short presentation. We may also ask you to undertake a task to demonstrate your skills.

## Start dates

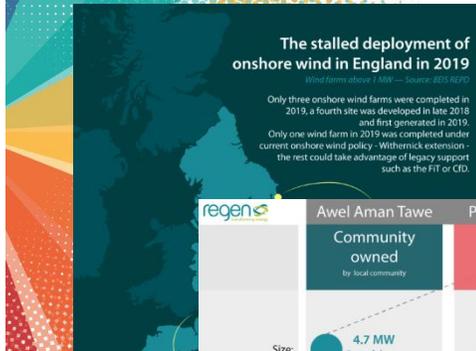
The expected start date is to be as soon as possible after acceptance, with some flexibility by arrangement.

# Discover more about Regen



See more of our cutting-edge work on the Regen website:

[www.regen.co.uk](http://www.regen.co.uk)



	Awel Aman Tawe Community owned by local community	Pen Y Cymoedd Privately owned by Saterfield, Sandhill wind farm developer
Size:	4.7 MW 2 turbines	228 MW 76 turbines
Project cost:	£ 8.2m	£ 400m
Community fund over lifetime of project	£ 3m	£ 34.2m
Community fund (£ per MW)	£ 638k	£ 150k
Local jobs	3	23
FTE jobs created (per MW)	0.64	0.1
FTE jobs created (per £m invested)	0.36	0.06

